

HAWAII FEDERAL EXECUTIVE BOARD EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

CONSTITUTION AND BYLAWS

ARTICLE I - NAME OF ORGANIZATION

SECTION 1.1 THE NAME OF THIS ORGANIZATION is the HAWAII FEDERAL EXECUTIVE BOARD EQUAL EMPLOYMENT OPPORTUNITY COUNCIL, hereinafter referred to as the Council.

ARTICLE II - AUTHORITY AND PURPOSE

SECTION 2.1 THE PURPOSE of the Council is to enhance the quality of employment opportunity within Federal establishments in Hawaii. To accomplish this, the Council shall perform the following functions:

- 2.1.a. Assist Federal agency personnel serving as Officers/Coordinators, Deputy EEO Officers, Special Emphasis Program Managers, Chairpersons of EEO Committees, and those with similar concerns to improve their effectiveness in their EEO responsibilities.
- 2.1.b. Assist agencies in improving their relations with minority communities, expanding their recruitment of qualified minority, female, and handicapped personnel; improving the training and promotional opportunities of minority, handicapped and female employees; developing a positive internal climate towards equal opportunity recruitment programs and strengthening the human understanding and effectiveness of supervisors.

ARTICLE III - MEMBERSHIP

SECTION 3.1. MEMBERSHIP shall be limited to one representative per Federal agency or command who shall be the EEO Officer/Coordinator in Hawaii or a Deputy or person in similar capacity whose duties include responsibility of the EEO Program for their agency in Hawaii. The President of the Federal Women's Council, Hispanic Employment Council, Persons with Disabilities/Disabled Veterans Council and the Executive Director of the Federal Executive Board are ex-officio members.

SECTION 3.2. MEMBERS SHALL BE ELIGIBLE to hold office, to vote, to express their views on all Council matters.

SECTION 3.3. MEMBERS SHALL RECEIVE notice of meetings, minutes, formal reports, Constitution and Bylaws and membership directory.

SECTION 3.4. MEMBERS SHALL PARTICIPATE in the activities of the Council and its committees.

ARTICLE IV - COUNCIL OFFICERS

SECTION 4.1. OFFICERS shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

SECTION 4.2. THE OFFICERS SHALL ASSUME THEIR DUTIES October 1 and shall serve for a period of 2 years.

SECTION 4.3. THE CHAIRPERSON shall have the duty of calling and presiding at all meetings of the Council. The Chairperson shall be an ex-officio member of all committees except the Council Election Committee.

SECTION 4.4. THE VICE-CHAIRPERSON shall assist the Chairperson in the performance of duties and shall perform the duties of the Chairperson during the Chairperson's absence.

SECTION 4.5. THE SECRETARY shall attend the meetings of the Council, keep a record of the proceedings of such meetings, and perform such other secretarial duties required by the work of the Council.

SECTION 4.6. THE TREASURER shall act as custodian of all funds, receive and disburse such funds on the instructions of the Chairperson, keep suitable books of account, and make required reports thereon. All such funds shall be deposited in a bank approved by the Council. The Treasurer shall make all records available on demand to any audit committee designated by the Council.

SECTION 4.7. MIDTERM VACANCIES in the office of Chairperson will be filled by the Vice-Chairperson. All other vacancies on the Council will be filled by appointment by the Chairperson subject to ratification by a majority vote of the Council.

ARTICLE V - COMMITTEES/SUBCOMMITTEES

SECTION 5.1. THE COMMITTEES, excluding the Council Election Committee, will be established by the Chairperson or Council and will operate until disestablished by the Chairperson or Council.

SECTION 5.2. THE SUB-COMMITTEES are the Federal Women's Council, Hispanic Employment Council and the Persons with Disabilities/Disabled Veterans Council. The President or Chair of each sub-committee shall be responsible for reports.

SECTION 5.3. THE COMMITTEE RULES AND OBJECTIVES shall be established by each committee, subject to the approval of the Council.

ARTICLE VI - NOMINATING, ELECTIONS AND VOTING

SECTION 6.1. A COUNCIL ELECTION COMMITTEE shall be nominated by the Council during the tenth regular meeting of the business year. The committee shall establish a slate of candidates for all elective offices. Elections for Chairperson and Secretary will be conducted on each odd numbered calendar year. Elections for Vice-chairperson and Treasurer will be conducted on each even numbered calendar year. The Council Election Committee will disband immediately after the election is completed.

SECTION 6.2. ELECTIONS shall be conducted by the Council Election Committee. Nominations from the floor will be accepted. The Council Election Committee will distribute ballots at the last regular meeting of each business year. Ballots will be counted and election results announced at the same meeting. The candidate with the highest number of votes will be elected to the office. In the event one candidate is nominated for more than one office and receives the highest number of votes for both offices, the higher level position will be filled by that candidate. The Election Committee shall preside over the election process.

SECTION 6.3. ELECTIVE OFFICERS shall serve two-year terms from October through September. The Chairperson shall serve no more than two consecutive terms. The Council may declare a vacancy in an office in the case of an officer who is absent for three successive meetings of the Council without good cause, after written notification to the officer.

ARTICLE VII - VOTING AND QUORUM

SECTION 7.1. VOTING on all motions brought before a meeting will be limited to the members present unless it is determined by the Council that it is in their best interest to send the motion in writing to the members for a vote by mail, including a request for vote distributed electronically. A simple majority of votes cast will carry the motion.

SECTION 7.2. A QUORUM is constituted by five members for Council matters.

ARTICLE VIII - FINANCE

SECTION 8.1. THOSE OFFICERS designated to SIGN CHECKS shall be the Treasurer, Chairperson and Vice-Chairperson. Only one signature will be required on bank transactions and checks for less than \$1,000. Checks of \$1,000 or more require two signatures.

SECTION 8.2. AUDIT OF ACCOUNT AND FUNDING procedures will be in compliance with FEB guidance.

SECTION 8.3. FUNDS are the result of any excesses from Federal EEO commemorative and/or training activities. Such programs and training are planned to be self-supporting and not revenue producing. Any excess monies resulting from these programs are to be used to fund future programs and training by reducing costs to attendees and to support similar efforts by the Persons with Disabilities/Disabled Veterans Council and the Hispanic Employment Council. The Federal Women's Council treasury is separate and predates the EEO Council's treasury.

ARTICLE IX - DISSOLUTION

SECTION 9.1. THE COUNCIL may be dissolved only upon approval of all officers of the Council and the approval of the Honolulu-Pacific Federal Executive Board.

SECTION 9.2. UPON DISSOLUTION OF THE COUNCIL, the Chairperson and Treasurer shall jointly, after paying or making provision for the payment of all liabilities of the Council, transfer all assets to the Honolulu-Pacific Federal Executive Board.

ARTICLE X - MISCELLANEOUS

SECTION 10.1. THE BUSINESS YEAR shall be from October 1 to September 30.

SECTION 10.2. AMENDMENTS TO THE CONSTITUTION AND BYLAWS may be proposed by any member. Proposed amendments shall be submitted in writing to the Council for their vote. A simple majority vote is needed to adopt the proposal.

SECTION 10.3. ALL MEETINGS shall be conducted in accordance with Robert's Rules of Order.

SECTION 10.4. REPORTS requested by the Federal Executive Board shall be coordinated by Council officers. The chair of the subcommittees (including the FWC-H, PWD/DVC, HEC) shall provide the EEO Council a copy of reports submitted to the FEB. These reports include but are not limited to a Fiscal Year Work Plan, Fiscal Year Report of Accomplishment, Fiscal Budget and Plan, and Audit Report.

Constitution and Bylaws adopted as revised:

<u><i>Irish K. Kreis</i></u>	<u><i>19 Oct 2000</i></u>	<u><i>Kay F. Wakal</i></u>	<u><i>19 Oct 2000</i></u>
Chairperson	Date	Secretary	Date